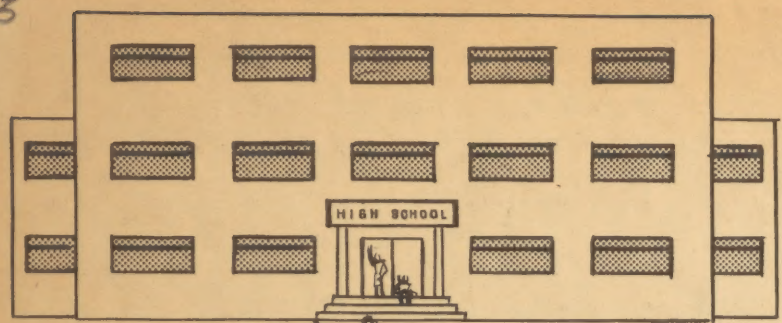
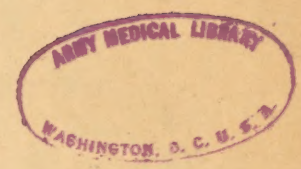


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STATE
RECRUITMENT
OFFICER



YOUR FRONT-LINE POST

IN STUDENT NURSE RECRUITMENT

1945 Handbook for Local Nursing Councils for War Service

FEDERAL SECURITY AGENCY - U.S. PUBLIC HEALTH SERVICE



FEDERAL SECURITY AGENCY
U. S. PUBLIC HEALTH SERVICE
WASHINGTON

To: Local Nursing Councils for War Service

This handbook deals only with the coordination of National, State and local recruitment. State and local recruitment programs will continue to be geared to State and local needs. Recruitment and Public Relations Representatives in district offices of the Division of Nurse Education, U. S. Public Health Service, are prepared to give you every assistance with your recruitment program. Please feel free to call upon them or upon the National Office at any time.

Yours very sincerely,

Lucile Petry

Lucile Petry
Director, Division of Nurse Education
U. S. Public Health Service

FEDERAL SECURITY AGENCY
U. S. PUBLIC HEALTH SERVICE
WASHINGTON, D. C.
(BETHESDA STATION)
OFFICIAL BUSINESS
RETURN AFTER FIVE DAYS

Acknowledged

"U. S. Public Health Service
U. S. Cadet Nurse Corps
Box 88
New York 8, New York

Dear Box 88:

Please tell me how I can join the U. S. Cadet Nurse Corps."

This is the letter 237,000 girls wrote last year. Back of that letter, postmarked Hometown U.S.A., was a girl's dream of a career. Everything that happened after the letter slid into the mail box was important to the girl who wrote it. It is important to all of us who are interested in holding the enthusiasm which the National recruitment program of the Cadet Nurse Corps has awakened.

The aim of the 1945 recruitment program is to personalize what happens after Jane Doe writes Box 88. To do this, we need the full cooperation of local Nursing Councils for War Service.

As rapidly as possible, Jane's appeal will be channeled back to your community. Here is what happens:

From Box 88 Jane will receive:

A letter from Lucile Petry

"Memo to You" -- giving her information about what to do next

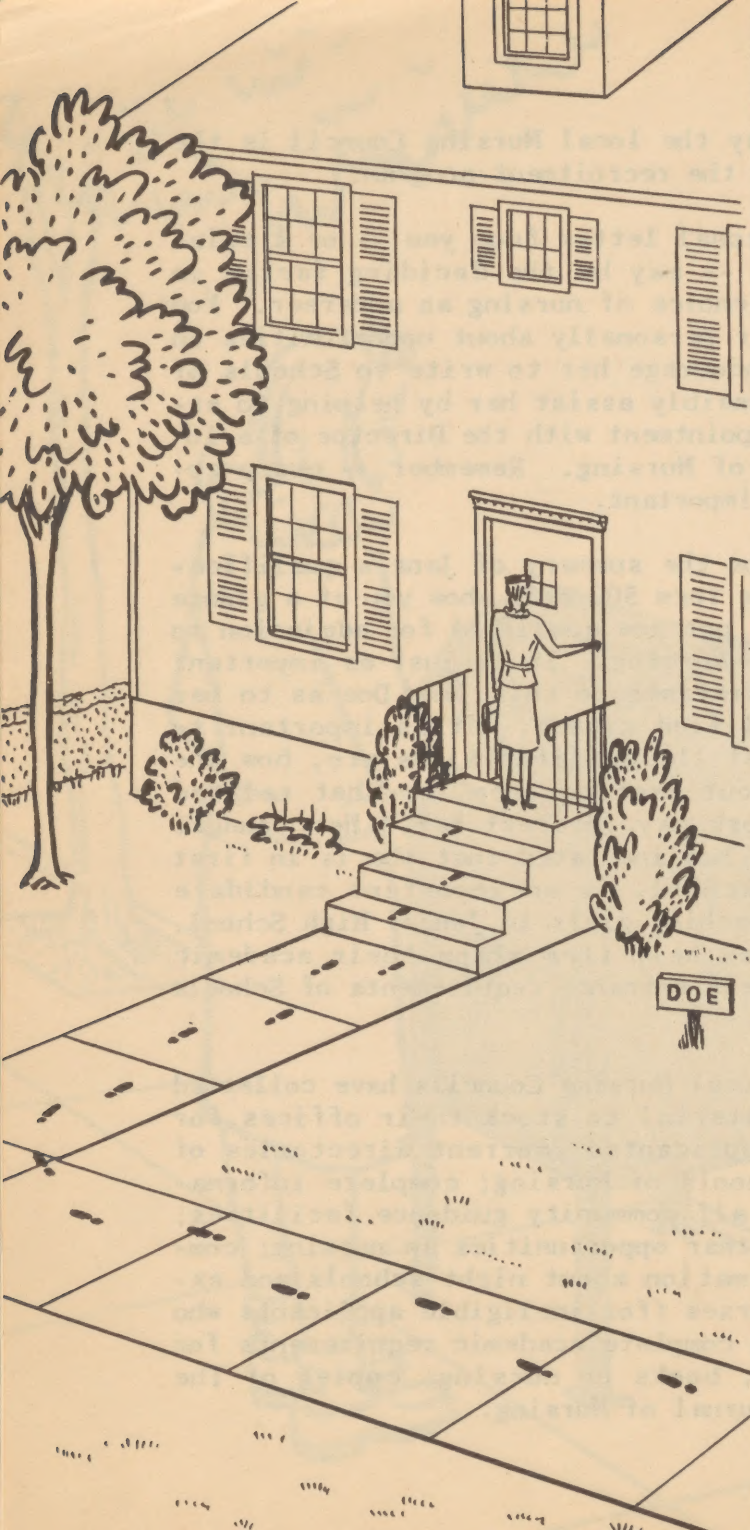
A list of Schools of Nursing in the United States - Puerto Rico and Hawaii

A copy of "You... and Professional Nursing"

A copy of the Cadet Nurse Corps brochure, "Enlist in a Proud Profession"

A postage-free addressed post card (Form 500)





FURTHER FOLLOW-UP has also been provided for in the recruitment program through Form 501, which gives the applicant an opportunity to check a question which reads:

"(3) If the applicant would like arrangements made for a Registered Nurse to talk with her, giving further information about Schools of Nursing, please check this space: ☐"

Form 501, on which this question appears, is the postage-free card which the Recruitment Officer will include in the material she sends applicants. The card will be stamped with the return address of the Recruitment Officer.

When this card is returned to the Recruitment Officer with question 3 checked, she will ask the local Nursing Council representative to interview the applicant.

The Recruitment Officer will send you Form 503 - Confidential Interview Report - Student Nurse Applicant.

Briefly this is the form you will fill out:

"To: Recruitment Officer From: (your name, title, address)"

In response to her request, I have interviewed the following Student Nurse Applicant:

(This information will already be filled in when you receive Form 503)

Name	Street Address	City
------	----------------	------

On the basis of our talk, the following recommendations were made to her:

(You will give a brief summary of your recommendations here.)

Any further action suggested for Recruitment Officer:

Interviewed by _____
(Signature)



To return to what happens in sequence after Jane Doe writes Box 88 and then mails the post card (Form 500) -- addressed to the Recruitment Officer -- which she receives from Box 88; your Recruitment Officer for the Cadet Nurse Corps will answer the applicant's request for information. In addition to inclusion in material mailed from Box 88, similar cards will also be distributed in Hospital Information Centers, by local Nursing Councils, at exhibits, fairs, etc. They will always be stamped with the return mailing address of the Recruitment Officer.

When the Recruitment Officer writes Jane, she will include a postage-free self-addressed card, Form 501. Jane may return this if she has further questions.

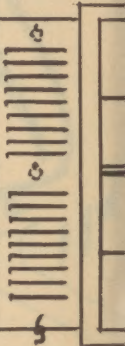
An important item included in the material sent Jane by her Recruitment Officer will be a list of opening dates of classes of Schools of Nursing in the States which participate in the Cadet Nurse Corps, giving the number of opportunities to enroll in current classes. This information is furnished to Recruitment Officers monthly by the Division of Nurse Education. From it, Jane is able to learn what schools do have openings and will not lose time writing Schools where the current class is filled. (The report will be received by the State and issued to you once a month). Local Nursing Councils will want to continue to keep in close touch with local Schools of Nursing to determine current vacancies throughout the month. Also, local Councils will continue to arrange referral of applicants where a School of Nursing has excess applicants and no vacancies.



Many Recruitment Officers enclose additional State information which has been cleared by the Postal Authorities as recruitment material.

State Recruitment Officers write directly to out-of-state Recruitment Officers when applicants request information from another State. An up-to-date list of Recruitment Officers is sent them monthly.

In the few states where the appointment of an official Recruitment Officer has not yet been completed, Forms 500 are stamped with the return address of Box 88. When received there they are forwarded to the Chairman of the Recruitment Committee in the State.

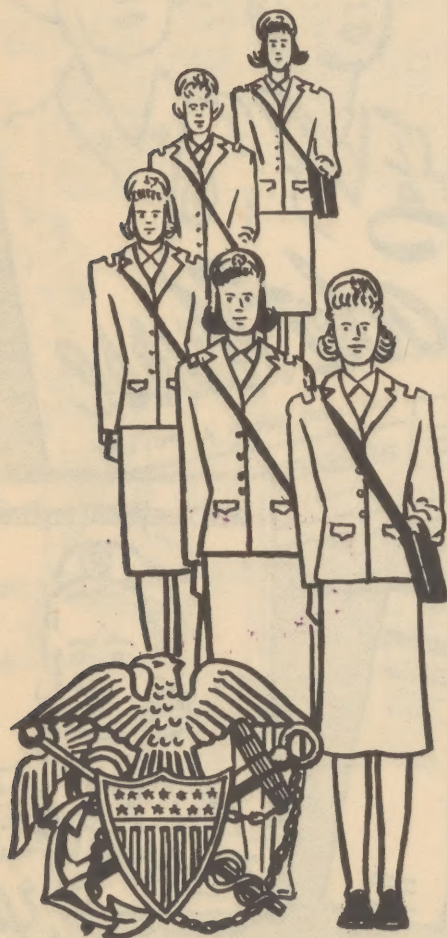


A small descriptive folder giving information about the Corps will be available for general distribution. This, together with Form 500, will comprise the recruitment material available to local Nursing Councils for distribution to applicants.

To guard against duplication of the use of this brochure, a code on Form 500 tells Recruitment Officers whether the applicant has already received materials from Box 88 -- and hence a copy of the brochure. This code is a printed border of eights: (888888888888888888888888888888888888.) Recruitment Officers will not include a copy of the brochure when writing applicants who have mailed cards carrying this code.

U. S. Cadet Nurse Corps posters are also available. Your Recruitment Officer can furnish these recruitment materials for your use.





YOUR REPORT TO THE RECRUITMENT OFFICER:

In order to give us a picture of the total recruitment program, we are asking local Nursing Councils to file a report weekly with the Recruitment Officer. Here is a sample of this postcard report:

SUBMITTED BY:

Form 502

Budget Bureau No. 68-R202.
Approval expires June 30, 1945.

REPORT TO STATE RECRUITMENT OFFICER FROM LOCAL NURSING COUNCIL FOR WAR SERVICE

Date Week of through

NUMBER OF NEW INQUIRIES ABOUT U. S. CADET NURSE CORPS ANSWERED:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

NUMBER OF LOCAL FOLLOW-UP INTERVIEWS (Applicant's Form 500, referred by State Recruitment Officer):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

NUMBER OF PERSONAL INTERVIEWS MADE IN RESPONSE TO APPLICANT'S REQUEST (Form 503, referred by State Recruitment Officer):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

You will simply fill in the total number of the following handled each day and the total for the week; new inquiries about the U. S. Cadet Nurse Corps; follow-up interviews of applicants who have mailed form 500 to the Recruitment Officer; personal interviews made in response to the applicant's request.

SUBMITTED BY:
Form 503

Budget Bureau No. 68-R209.
Approval expires June 30, 1946.

**REPORT TO STATE RECRUITMENT OFFICER FROM LOCAL
NURSING COUNCIL FOR WAR SERVICE**

Date Week of through
NUMBER OF NEW INQUIRIES ABOUT U. S. CADET NURSE CORPS ANSWERED:
Monday Tuesday Wednesday Thursday Friday Saturday Total

NUMBER OF LOCAL FOLLOW-UP INTERVIEWS (Applicant's Form 500,
State Recruitment Officer):
Monday Tuesday Wednesday Thursday Friday Saturday

NUMBER OF PERSONAL INTERVIEWS MADE IN RESPONSE TO A
REQUEST (Form 503, referred by State Recruitment Officer):
Monday Tuesday Wednesday Thursday Friday Saturday

Form 801

Budget Bureau No. 68-R209.
Approval expires June 30, 1946.

APPLICANT'S REQUEST FOR ADDITIONAL INFORMATION

1. Please send me information about Schools of Nursing in (State)
2. I have received the report of vacancies in Schools of Nursing dated
Please send me any report issued since that date.
3. If the applicant would like arrangements made for a Registered Nurse to talk with her,
giving further information about Schools of Nursing, please check this space: ☐
4. Other questions

PLEASE PRINT: Name
Street City
County State Telephone No.

16-42897-1

TRANSCRIPT OF APPLICANT'S Form 500
Federal Security Agency
U. S. PUBLIC HEALTH SERVICE
Division of Nurse Education

Budget Bureau No. 68-R199
Approval expires June 30, 1946

Please send me further information about the U. S. Cadet Nurse Corps in this State
and the following States

My educational qualifications are (circle highest year completed):
High School: 1 2 3 4 College or University: 1 2 3 4 - graduate study

Scholastic Standing: Good () Fair () Health: Good () Fair ()
My present occupation is (If still in school, or not employed, please indicate)

I understand that I must meet the entrance requirements of the School of Nursing of
my choice to become a member of the U. S. Cadet Nurse Corps.

PLEASE PRINT:
My name is

My address is: Street State City
County Telephone No.

FEDERAL SECURITY AGENCY
U. S. PUBLIC HEALTH SERVICE
U. S. CADET NURSE CORPS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$500
(GPO)

OFFICIAL BUSINESS

Recruitment Officer
U.S. Cadet Nurse Corps
100 Main Street
City, State

Budget Bureau No. 68-R199.
Approval expires June 30, 1946.

Nurse Corps in this State and

(circle highest year completed):
1 2 3 4 - graduate study
☐ Good ☐ Fair

I understand that I must meet the entrance requirements of the School of Nursing of my
choice to become a member of the U. S. Cadet Nurse Corps.

PLEASE PRINT:
My name is Age
My address is: Street City
County State Telephone No.

10-42897-1

Budget Bureau No. 68-R199.
Approval expires June 30, 1946.

et Nurse Corps in this State and

(circle highest year completed):
1 2 3 4 - graduate study
Good ☐ Fair ☐

I understand that I must meet the entrance requirements of the School of Nursing of my
choice to become a member of the U. S. Cadet Nurse Corps.

PLEASE PRINT:
My name is Age
My address is: Street City
County State Telephone No.

10-42897-1

FORM 503

Federal Security Agency
U. S. PUBLIC HEALTH SERVICE
Division of Nurse Education

CONFIDENTIAL INTERVIEW REPORT - STUDENT NURSE APPLICANT
FOR PROFESSIONAL USE ONLY - NOT FOR PUBLICATION

TO: State Recruitment Officer
U. S. Cadet Nurse Corps
U. S. Public Health Service

FROM: (Name)
(Title)
(Street address)
(City)

In response to her request, I have interviewed the following Student Nurse Applicant: (City)

On the basis of our talk, the following recommendations were made to her:
(Name) (Street address)

Any further action suggested for State Recruitment Officer:
Interviewed by (Signature)



